

Approved For Release 2006/02/07 : CIA-RDP92-00420R000400030024-1

NFAC

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: *AWAC Administrative Staff*

EXTENSION

NO.

DATE

*8 JUNE 1978*

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *DD/PERS/P4C*

ATTN:

*6/8/78*

*6/9*

*AM*

*#1 FRANK,*

*PER OUR CONVERSATION OF SEVERAL WEEKS AGO, ATTACHED ARE DRAFTS OF NFAC'S TWO NOTICES CONCERNING SENIOR SECRETARIES & CLERICAL PERSONNEL. THESE TWO NOTICES ARE SITTING ON AD-MGMT/NFAC'S DESK AWAITING SIGNATURE.*

2. *1008 AMES*

3.

4.

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13.

14.

15.

*1-3- FYI- & include in our collation on the Secy/Clerical Panel effort - AM*

NFAC NOTICE \_\_\_\_\_

CAREER MANAGEMENT PROGRAM FOR  
SENIOR SECRETARIES

1. This notice, effective 15 May 1978, establishes a Senior Secretarial Panel for the career management, development, comparative evaluation, ranking, promotion, and assignment of secretarial personnel in grades GS-08 and above within NFAC.

2. The Senior Secretarial Panel will consist of five members from the NFAC Career Service and a Panel secretary (a personnel officer selected by the NFAC Administrative Staff). Each NFAC component will nominate one candidate to serve as a member of the Panel. Candidates should be members of the NFAC Career Service and at least two grades higher than the employees whom they will be considering, i.e. GS-14. From this group of component nominees, the Chairman of the NFAC Career Service Board will appoint five Panel members. The senior member of the Panel will be designated as chairman. At least two Panel members will be rotated each year and no member may serve more than two years. This rotation policy will assure that each NFAC component will have representation on the Panel. The composition of the Panel will be published in an NFAC notice.

3. The Chairman, NFAC Career Service Board, will also select three senior secretaries within NFAC to serve as members of the Panel for a one-year term. These senior secretaries will not participate in Panel

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meetings at which employees at their grade or above are being evaluated, ranked or considered for vacancies.

4. The Panel is to ensure that career management procedures for senior secretaries are established in compliance with DDCI memorandum, dated 13 April 1978, (Subject: Establishment of Career Service Panels for the Career Management of Secretarial and Clerical Personnel).

Specifically, the responsibilities of the Panel are as follows:

a. establish the uniform criteria to be used for the evaluation, at least annually, of senior secretaries, GS-08 and above, in accordance with Agency regulations and the procedures contained in the NFAC Personnel Handbook;

b. make recommendations as appropriate with regard to career management actions such as proper utilization, re-assignment, training, and adverse actions;

c. review and rank applicants for secretarial vacancies, GS-08 and above; nominate the three "best" qualified candidates to the supervisor for his/her selection. Candidates must be at the grade of the vacancy or no more than one grade below the vacancy. (It should be noted that in accordance with

*Agency or NFAC  
Vacancy Notice System?*

NFAC Notice \_\_\_\_\_, all senior secretary vacancies will be subject to the vacancy notice system.)

d. develop a program to ensure that senior secretaries have the opportunity to be counseled by the component Career Development Officer, Personnel Officer, and/or a Panel member.

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5. All decisions by the Senior Secretarial Panel will be reviewed and approved by the Chairman of the NFAC Career Service Board.

6. The contents of this notice will be incorporated in the NFAC Personnel Handbook.

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